

STATE AND CONSUMER SERVICES AGENCY

## DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,  
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Oakland Housing Unit

**CLASSIFICATION:** Office Technician (Typing)

**SALARY:** \$2598 - \$3157

**FINAL FILING DATE:** Until Filled

**DUTIES:**

Under the direction of the District Administrator, the incumbent will type correspondence and memos, including confidential documents. Provide clerical support to Consultants performing the following tasks: process and type administrative and settlement closures; complete EDP forms on all closures; monitor settlements. Process requests for disclosure of State records. Prepare statistical reports. Other duties as required.

**DESIRABLE QUALIFICATIONS:**

Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively, ability to execute work assignments with accuracy and organization. Ability to operate a computer and knowledge of Excel and Word software programs.

**WHO SHOULD APPLY:**

Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

**SEND COMPLETED STATE APPLICATION (STD 678) TO:**

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758

(916) 478-7229  
TTY (800) 700-2320

RPA #: 114  
ISSUE DATE: 05/25/07